

Approved: 06/03/13

**Townshend Select Board  
Minutes  
May 20, 2013**

**Present: Select Board:** Kit Martin; Hedy Harris; Chad Greenwood; David Dezendorf; Scott Chase

**In Attendance:** Joe Daigneault; Kim Ellison; Janet Stowell; Mike Bills; Richard Lucier; Rick Hege; Rich Melanson (BCTV); Craig Hunt

**6:20 P.M. Call to Order:** Following a meeting of the BCA, Martin called the Meeting to Order at 6:20 P.M.

**Listers:** Dezendorf made a motion: **To set aside the rules and speak with the Listers**, carried by general consent of those present. Mike Bills and Richard Lucier were then greeted and Bills informed the Board that everything was apparently complete with the reappraisal. The Listers, Bills said, have received no print out from David Marazoff, the assessor, and have not seen the final results, but everything is supposedly uploaded to the Listers computer as of May 17th. If all of the numbers are in place, he continued, the Listers and the State will have no reason to reject the work.

Hege asked when an official Change of Notice was going to be sent to property owners and Bills said that once the work is reviewed, letters would be sent out two weeks in advance of Grievances. Following Grievances, the Grand List would be set and submitted to the State for review.

Martin asked if Marazoff had visited all parcels in the Town and Bills believed that he had.

Dezendorf asked when the Listers might accept the assessor's work, referencing the reappraisal contract that promised completion on May 1st and defined completion as acceptance of the listing authority with a fine of \$100 per day for every day past the deadline that the work wasn't complete. Bills reiterated that the Listers had yet to review the new valuations, but should this week.

Harris asked if it was possible to meet the mandatory deadlines for posting the Grand List, given all that the Listers had to review. Bills felt that the deadlines would be met.

Martin offered any help that the Listers might request and reminded Bills that the Select Board had deadlines, as

well, for setting the tax rate and assuring that tax bills were sent out 30 days before the August 30th due date. Until the State approves the Grand List, neither the education tax rate can be set by the State nor can the Select Board formulate the municipal tax rate.

**6:35 P.M.** Bills and Lucier left the meeting, promising to keep the Board informed of the Listers progress.

**2. Approval of Minutes:** Dezendorf made a motion: **To approve the Minutes of May 6, 2013**, seconded by Harris and carried by those present with Chase abstaining.

**3. Additions and Deletions:** None at this time.

**4. Warrants:** Dezendorf made the following motions to approve the Warrants, all seconded by Greenwood:

**WARRANT 0520-1 Payroll \$8,964.06**, carried by those present.

**WARRANT 0520-2 Payroll Tax \$3,409.63**, carried by those present.

**WARRANT 0520-3 General Fund \$561.23**, carried by those present.

**WARRANT 0520-4 General Fund \$75,113.40** (\$63,380.28 State Education) carried by those present.

**WARRANT 0520-5 Highway \$542.81**, carried by those present.

**WARRANT 0506-6 Equipment \$3,713.89**, carried by those present.

**5. Reports: Highway Department:** Dezendorf reported that one sidewalk repair bid had been received and that he was looking into offsets of costs through grants. He reported that the trailer for the calcium chloride tank was nearing completion; that efforts were being made to control sediment coming into the well at the Highway Garage; that line stripe painting and street sweeping had been completed, and that the fountain on the Common would soon be turned on.

The trucks, Dezendorf said, were scheduled for undercoating by the crew as soon as they were thoroughly cleaned; the culvert inventory was almost done; work toward agreement with FEMA on the East Hill Road project was entering its final phase and Requests for Proposals from contractors to undertake the repairs should go out in June.

**Law Enforcement Report:** A written report was received from Townshend's Constables urging the Select Board to

continue contracting the Windham County Humane Society for the holding of animals. Hunt was instructed to seek a contract proposal from the Humane Society for the Board to review.

**Town Clerk's Report:** The Board reviewed the Town Clerk's cash-journal reports from the prior two weeks.

**Bookkeeper's / Treasurer's Report:** Ellison reported that, as just approved in the Warrants, the second payment to the State for Education Funding was being submitted. She counseled the Board to fully-understand how the excessive budgets of local schools are forcing Townshend to be a, "sending," Town that cost taxpayers well-over a \$100,000 per year in revenues.

Ellison reported that, while 4th quarter taxes were being received before the May 30th deadline, about \$550,000 was still outstanding from all quarters.

**7:15 P.M.** Martin noted that no payment was being made this week to the reappraisal assessor, David Marazoff, but since a report was received that his work was complete, there ought to be a motion to pay him for what was billed, if conditions were met. Following discussion, Dezendorf made a motion: **To authorize payment of an invoice in the amount of \$4,254.00 to David Marazoff contingent upon receipt of a copy from David Marazoff of the Performance Bond currently in place and contingent upon acceptance by the Listers office, in writing, of the Town wide reappraisal values which David Marazoff has delivered,** seconded by Harris and carried by those present.

Board members reviewed current budget figures and Ellison counseled them to make decisions on how to fund the expenses of the new heating system in Town Hall and the repairs that were made to the grader last summer.

Ellison then thanked the Board for the opportunity to serve as Townshend's bookkeeper. Martin expressed the Board's regret at having to accept her resignation and wished her well in her new job for Brattleboro.

**Emergency Management Director's Report:** Dezendorf briefed members on Grace Cottage Hospital's 5K run on May 11th, conveying that it had provided a good test trial for radio communications. He updated the Board on work toward Memorandums of Understanding with the local schools for evacuation shelters; on GETS cards that give holders emergency access into congested phone lines, and on the

practical need to have KNOX boxes that hold emergency access keys to municipal buildings.

**6. Correspondence:** A request from Christina Dyke for permission to use the Town Common for a fund-raising benefit for the Townshend Congregational Church was read. The dinner and concert would be on June 8th from 5:00 P.M. to 11:00 P.M. Dezendorf made a motion: **To permit the Townshend Congregational Church to hold a fundraiser on June 8, 2013, on the Town Common,** seconded by Chase and carried by those present.

A letter from Jamie Nystrom, requesting that the Select Board endorse a possible application by the Harmonyville Store, (Little MuMU), for a full liquor license was read. Dezendorf then made a motion: **For the Select Board to sign a letter supporting the application of Little MuMu for a full liquor license,** seconded by Chase and carried by those present with Martin abstaining.

**7:40 P.M.** Dezendorf made a motion: **For the Select Board to sign the Warrant charging Townshend's Constables with impounding any unlicensed dogs,** seconded by Greenwood and carried by those present.

**7. Members of the Public:** None at this time.

**8. Old Business: Municipal Officer Appointments:** Dezendorf made a motion: **To appoint Robert DeSiervo as Townshend's Tree Warden,** approved by those present.

**9. New Business:** Dezendorf requested that a letter of vacancy be posted in search of a member of the public to join the Fire Station Study Committee.

Dezendorf discussed with the Board the need for a survey registry of privately owned bridges since the Listers don't have one. This issue arises as one of safety for Fire Department and emergency equipment and may require that private bridges be inspected by an engineer.

**10. Executive Session:** Dezendorf made a motion: **For the Select Board to enter Executive Session at 8:15 P.M. to discuss personnel matters,** seconded by Harris and carried by those present.

At 8:30 P.M., Dezendorf made a motion: **For the Select Board to leave Executive Session,** carried by those present. As a result of Executive Session, no action was taken.

**11. Other Business:** Harris made a motion: **To hire Craig Hunt to fill the position of Finance Office bookkeeper at a pay rate of \$14.00 per hour on a trial basis,** seconded by Dezendorf and carried by those present.

**12. Meeting Schedules:**

**Regular Meeting:** June 3rd at 6:00 P.M.

**13. Adjournment:** Dezendorf made a motion: **To adjourn at 8:37 P.M.,** carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant